

VOLUNTEER OPPORTUNITY

Position Open: Applications will be accepted until the position(s) are filled

Position Title: Watch Center Volunteer.

Department/Division: Criminal Intelligence Division, Intelligence Bureau, Arizona Fusion Center.

Workplace Address: 16212 N. 28th Avenue, Phoenix, Arizona, 85053.

Number of Hours/Week: 4-40 hours.

Days of Work Week: Flexible, explain: After hours and weekends for Special Events

Start/End Hours: 0800 – 2200 hours.

Position Description: Individuals are needed for answering telephones, processing raw information, inputting data, writing summaries, and making decisive dissemination decisions regarding suspicious individuals, groups and criminal activities. Essential Functions:

1. Answer telephone calls from criminal justice agencies/the general public and extract specific information regarding suspected criminal activity.
2. Input raw information into databases and case management systems.
3. Monitor open source Internet sites for potential links/concerns to Arizona and/or public safety.
4. Monitor assortment of media sites and identify current events and/or information involving public safety concerns which impact Arizona and/or the nation.
5. Brief incoming replacement personnel, supervisors or other agencies on active events.

Qualifications: Must obtain ACJIS Terminal Operator Certification within two weeks of the start of the Volunteer Program and maintain throughout the assignment. Maybe required to sit for extended periods of time. Because of the Intelligence Bureau's complex working environment a minimum of 16 work hours per month shall be required. Knowledge of personal computer software and operating systems, telephone etiquette, identifying problems, analyze alternatives and make viable recommendations. Ability to exercise sound judgment in safeguarding/disseminating confidential or sensitive information, perform detailed work with a high degree of accuracy and effectively communicate orally and in writing.

Application and Selection Process: Human Resources reserve's the right to remove this position posting without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: Completed applications can be delivered to the Arizona Department of Public Safety Human Resources Bureau located at 2102 W. Encanto Blvd. Phoenix, or mailed to Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Coordinator, Chuck Wright at 602-223-2058.

The Arizona Department of Public Safety is an equal opportunity employer and does not discriminate in recruitment, hiring, training, promotion, or other employment practices for reasons of race, color, religious creed, national origin, sex, age, or disability.